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RESULTS OF CONFERENCE

Between Head, IT/D [redacted]

22 July 1952

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1. The conference proceeded on the basis of notes prepared by P&P Staff "Concerning the impact of the Report of the Career Service Committee upon the Basic Intelligence Course." (If any of the following points is not clear, reference to the corresponding item in the Notes should clarify it.)
2. All statements of the Situation in the Notes were accepted.
3. Agreements upon Action as outlined in the Notes were reached as follows:

I Objective of the Program

- (1) Such ambiguity as remains will be sufficiently removed as soon as current efforts to define "professional" and incorporate the definition in a CIA Regulation are completed and approved. The 14 July draft of the CIA Regulation prepared by P&P was accepted by Head, IT/D.
- (2) As to training for specialized skills, TR(G) should follow a wait-and-see policy. There is no real disagreement as to what should be done, though Head, IT/D banks more heavily on on-the-job training than does P&P Staff. P&P considers need for specialized courses likelier than does Head, IT/D.

II Students

- (1) More students than can be accommodated in Alcott, Wing B, should be planned for.
- (2) Figures based upon past recruitments would be too untrustworthy to warrant much effort to produce them.
- (3) Until definite official estimate can be made, the best guide is educated guesses, especially by Personnel.
- (4) Reminders and encouragement to Personnel might hasten the production of official estimates, though Personnel cannot act officially until the proposed CIA Regulation is approved.

III Course Content

- (1) Consultation with Offices, as recommended by the Career Service Committee, is desirable.
  - a. It can best be done through the joint efforts of the staffs of the BIC and P&P.
  - b. It can, incidentally, support Personnel's efforts to develop dependable estimates of enrollment.

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- (2) Coordination with TR(S), which is recommended by the CSC, should not be pushed now, but TR(G) should be alert to the possibilities.
- (3) Development "to give a broad yet intensive intelligence training" seems to be so well underway that there is no need for the drastic revisions seemingly implied by the CSC's words "reoriented and expanded". The job is not done, but present processes seem adequate to further it.

#### IV Course Methods

- (1) Reading matter, if available, could be put to good use. Some has already been produced by condensing transcriptions of past lectures.
- (2) Visual aids would be desirable, but little that is really useful has been found thus far. [REDACTED] and his Training Materials Staff are very cooperative.
- (3) Audio aids - including sound movies and amplifiers for lectures and records - are sufficiently needed so that provision for them is a major requirement of new facilities.
- (4) Visiting Speakers should be used judiciously, but a reasonable number of them add materially to the effectiveness of the course. Provision for them, with adequate security, to address the whole group, however large it may become, is a major requirement of new facilities.
- (5) Student-instructor ratio could increase considerably, but it should be kept low enough to permit liberal use of discussions, individual contacts, and individual or small-group projects.
  - a. The present T/O, augmented as requested, should be adequate for substantial expansion. The totals are nine CIA personnel and four assigned from other agencies, plus a training assistant. Of these fourteen, six are now on the job and two are in sight. Normal processes apparently will keep pace with load.
  - b. Classrooms for discussion should be provided in the ratio of one for each group of 25 - 30 students.
  - c. Staff Offices should be provided in sufficient number so that not more than two instructors would have to share an office. On the basis of present and requested T/O, this would mean about 7 offices for instructors.

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V Timing of the Course

(1) Length

- a. Six weeks probably is a tolerable minimum, though this length can be judged better after the completion of one or two trials.
- b. Four weeks would be quite undesirable. Eight would likely be better than six.
- c. If it became necessary to operate on a four-week basis, substantial blocks of subject-matter would have to be eliminated.

(2) Overlapping Classes

- a. If the course ran for six or eight weeks, but started every four weeks, double classroom facilities would be required and staff would have to be increased.
- b. If overlapping classes were attempted by other means (e.g. drastic revision of content and method) the losses in effectiveness would outweigh whatever advantages there might be.

(3) Overlapping Students

- a. Except under the most unusual individual circumstances, students should be admitted only at the beginning of the course.
- b. If more frequent EOD's are necessary, and if these new recruits cannot be handled by their Offices, they should be accommodated by a holding program, not by the BIC.

VI Facilities

(1) Alcott Hall should be eliminated from consideration as a place in which the BIC can be significantly expanded.

- a. Peak load for Wing B is 35 students and the staff. Even so, working conditions for both are poor, and auditory security is low.
- b. If the BIC got Wing A also, a total of about seventy students could theoretically be accommodated. But:
  - 1/ At the very least, Wing A would have to get acoustical treatment similar to that in Wing B.
  - 2/ This is not only very expensive; it provides dubious security for lectures to groups of 25 - 30.
  - 3/ Auditory security would be quite inadequate for lectures to groups of 60 - 70.
  - 4/ There would be no possibility of further expansion.

(2) New quarters should include at least:

- a. A lecture hall with
  - 1/ Capacity for as many students as now seem at least a possibility: 100.
  - 2/ Sufficient auditory security so that sound films can be used and lectures can be given to capacity audiences.
- b. Classrooms in the ratio of one for every 20 - 30 students expected. This would mean two classrooms soon and possibly four later.
- c. Instructors' Offices in the ratio of one to two. This would mean four soon and seven eventually.
- d. A private Office-Conference Room for the chief instructor.
- e. A large Office for clerical-secretarial staff and course files.

VII Staff

The situation is under control and moderately adaptable.  
(See IV, (5): Student-Instructor Ratio.

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Head, IT/D

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For Plans and Policy Staff